

OFFICE OF THE CITY COORDINATOR

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Date: September 25, 2002

To: Mayor and City Council

From: John Moir, City Coordinator

Subject: Focus Minneapolis Status Report

This is the first in what will be a series of status reports to the Minneapolis City Council on transition activities by the staff as we move ahead with Focus Minneapolis. We will provide these reports bi-weekly throughout the transition period.

Staff change

Jeff Schneider is now fulltime project manager to assist the City Coordinator with staff transition work. He will have an office, but the location has not yet been determined.

Organization of staff efforts

Under the direction of the City Coordinator, a Project Coordinating Team will meet weekly. The team includes David Fey, John Moir, Lori Olson and Gail Plewacki. This group will produce detailed work plans and generally make sure the project stays on track.

Heads of departments affected by Focus Minneapolis will continue to serve on the Project Advisory Committee. The City Coordinator created work groups to address each bullet point in the Focus Minneapolis Resolution. Representatives of affected unions will also have input on personnel transition strategy consistent with the City's management prerogatives.

CPED Interim Director

The Department of Human Resources is working on a job description for an Interim CPED Director and is expecting to place ads locally within two weeks.

Communications

The Communications staff is working on updates to employees and the public. It is a priority to address concerns regarding what this transition period means to everyone.